

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Airline Name]  
[Airline Customer Service Department]  
[Airline Address]  
[City, State, Zip Code]

Subject: Emotional Support Animal (ESA) Documentation  
To Whom It May Concern,

I am writing to formally request permission to travel with my emotional support animal. Below are the details of my emotional support animal and my situation:

**\*\*Passenger Information:\*\***

- Name: [Your Full Name]  
- Flight Number: [Flight Number]  
- Date of Travel: [Date of Travel]

**\*\*Emotional Support Animal Information:\*\***

- Animal Type: [Dog/Cat/Other]  
- Animal Name: [Animal's Name]  
- Breed: [Breed]  
- Weight: [Weight]

**\*\*Verification of Need for ESA:\*\***

I have been under the care of [Mental Health Professional's Name], a licensed mental health professional, who has determined that my emotional support animal is necessary for my mental health and well-being. My diagnosis includes [Diagnosis] and the presence of my ESA alleviates difficulties associated with my condition.

Attached you will find documentation from my mental health professional, which includes the following:

1. A letter printed on official letterhead.
2. Verification of my diagnosis.
3. A recommendation for an emotional support animal.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your understanding and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]